Driver Authorization Procedure

Overview

Any individual using a **University vehicle** to conduct University of Alberta business must be an **authorized driver**. Only authorized drivers using university vehicles are insured under the University of Alberta’s automobile insurance program.

Driver authorization and safety requirements were developed in accordance with National Safety Code standards and automobile insurance requirements.

Purpose

This procedure outlines the steps necessary for driver authorization at the University of Alberta and provides authority to suspend or revoke privileges of using University vehicles.

**PROCEDURE**

All University of Alberta and Government of Alberta’s **Traffic Safety Act** requirements must be met before any individual can be authorized to operate a University vehicle on official business.

Departments shall not permit the operation of University vehicles by unauthorized personnel.

1. **APPLICATION FOR AUTHORIZATION**

Members of the University community who intend to operate a vehicle while on University business should apply for University driving privileges by submitting an Application for University Driving Privileges to the Fleet Safety Officer.

The Fleet Safety Officer will obtain abstracts on behalf of drivers whose licenses were issued in Alberta. Drivers licensed outside of Alberta must obtain and submit a three year driver abstract from the issuing province or state upon first application, and every six (6) months thereafter.

2. **MINIMUM AUTHORIZATION REQUIREMENTS**

Authorization to operate a University vehicle while on University business can only be granted when applicants meet or exceed all of the following minimum requirements:
a. 19 years or older.
b. Possess a valid Class 5 driver’s license, or equivalent, issued by a Canadian province, territory or by the United States. Graduated and probationary licenses are not acceptable.
c. Have less than six demerit points and less than three moving traffic violations during a three-year driving history dated within 60 days of the application for University driving privileges.
d. Submit a signed and dated application for University driving privileges to the Fleet Safety Officer.
e. Attend and successfully complete a University of Alberta defensive driving course or the provincially recognized defensive driving course or demerit reduction course completed within two years prior to submission of the application form.
f. Successfully complete a driver evaluation conducted by the Fleet Safety Officer or designate.

3. EXCEPTIONS

Individuals employed prior to March 1, 2003 who are required to drive University vehicles on a daily basis for employment purposes, or as a condition of their employment, are not currently required to complete an approved driver safety course although they must successfully complete a driver evaluation conducted by the Fleet Safety Officer or designate.

Individuals employed prior to March 1, 2003 who drive university vehicles occasionally for employment purposes are not currently required to complete a driver safety course or driver evaluation.

Those who leave University employment for more than 12 months must meet the requirements of a new employee.

As requirements for driver authorization are set at federal and provincial levels, and are dictated by outside insurers, the University of Alberta cannot guarantee that individuals employed prior to March 1, 2003 will always be exempt from driver safety training and evaluation. It is recommended that individuals to whom this exception applies to, make arrangements to complete the course and evaluation in order to avoid losing driving privileges when circumstances beyond the University’s control prompt an unexpected change in driver regulations.

4. TWELVE TO TWENTY-FOUR PASSENGER VEHICLES

Authorized University drivers who intend to operate vehicles designed to carry 12 to 24 persons (including the driver) when carrying passengers must meet or exceed all of the conditions listed under the Minimum Authorization Requirements section above, as well as the following requirements:

a. 21 years or older.
b. Possess a valid Alberta Class 4, Class 2 or Class 1 driver’s license, or equivalent, with less than six demerit points, and less than three moving violations.
c. Successfully complete a University of Alberta large passenger van operator orientation and evaluation conducted by the Fleet Safety Officer or designate.

5. TWENTY-FIVE PASSENGER PLUS VEHICLES

Authorized University drivers who intend to operate vehicles designed to carry more than 24 passengers must meet or exceed all of the conditions listed under the Minimum Authorization Requirements section above, as well as the following requirements:

a. 25 years or older.
b. Possess a valid Alberta Class 2 or Class 1 driver’s license, or equivalent.

6. SUSPENSION OF UNIVERSITY DRIVING PRIVILEGES

The University may review, suspend, or revoke authorization to drive University motor vehicles when drivers:
a. Exceed six or more demerit points or three violations at any time.

b. Are suspended, disqualified, or prohibited from operating a motor vehicle in any Canadian province or territory or in the United States of America.

c. Convicted of any unsafe and/or careless act(s) while operating a University motor vehicle.

d. Are involved in two at-fault vehicle incidents, collisions, or validated complaints within two years.

The above suspension criteria may be in addition to penalties levied by the court and applies to operation of all motor vehicles including farm tractors, ATVs, forklifts, and other machinery.

**DEFINITIONS**

<table>
<thead>
<tr>
<th>University vehicle</th>
<th>Cars, trucks, vans and other licensed and/or motorized equipment owned, rented or leased by the University of Alberta.</th>
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<tbody>
<tr>
<td>Authorized driver</td>
<td>Any individual, including University of Alberta employees, volunteers or collaborators, who have met the University of Alberta’s minimum safety requirements and who have been granted driving privileges To conduct authorized University business and approved activities.</td>
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<tr>
<td>Vehicle Pool Office</td>
<td>The University of Alberta office responsible for managing, maintaining and providing University vehicles and services.</td>
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**FORMS**

Should a link fail, please contact uappol@ualberta.ca.

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca.

- Alberta Traffic Safety Act (Government of Alberta)
- Criminal Code of Canada (Government of Canada)
- Fleet Safety Officer (University of Alberta)
- Office of Insurance and Risk Management (University of Alberta)
- Transportation Services (University of Alberta)